

How Do I

Placements with CIP/COP/Children's Waiver Funding

Placements with CIP/COP/Children's Waiver Funding:

When documenting a placement for a child in eWiSACWIS who is receiving funds from CIP, COP or Children's Waiver, you must enter the placement on the Out of Home Placement page. If the placement is in a foster home or treatment foster home, the full cost of care must be recorded using the Foster Care Rate Setting page.

Funds that are received from CIP, COP or Children's Waiver to offset the child's cost of care must be documented in eWiSACWIS as a trust account benefit type. Each month the agency's trust account manager must record the CIP, COP, Children's Waiver monies received as well as the amount of the required local match on the General Trust Account page, Ledger tab.

Note: Because of the high amount of funding that is received from a CIP/COP placement, a deposit in excess of the Maximum Spending Limit may issue a Spend Down Tickler to the assigned Trust Account Manager. Also eWiSACWIS will flag a child on the Trust Account Current Balance report (r-FM0701/r-FM0705) as spend down required. This spend down tickler is issued to highlight accounts where child have excess funds, which may affect eligibility. However, this tickler will automatically be removed when the monthly draw-down batch inserts withdrawal entries to offset the cost of care. It is important that the Trust Account Manager monitors this information, and ensures the funding is applied toward the cost of care.

The following pages will document the example of a Foster Home placement. Following the documentation of the placement and rate setting will be an example of creating and maintaining the Trust Account page for a CIP/COP/Child Waiver child.

Foster Home Placements:

A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate Setting page.

Exception: Foster Home – Out of State

If the placement you are entering is a placement in an out-of-state foster home, the Child Specific Rate field will be enabled after selecting the Foster Home-Out of State Service Category and the Foster Home Out-of -State Service Type. You must enter the entire amount to be paid to the foster parent provider in the Child Specific Rate field.

How Do I Placements with CIP/COP/Children's Waiver Funding

Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Basic | Additional | AKA Names | Address | Relationship | Kinship/AFCARS | Background Check

Name

ID: 20997 Prefix: First Name: MI: Last Name: Suffix: ☐ Save as AKA

Basic

Gender: ☐ U.S. Citizen SSN:

Birth Date: Birth Place: Death Date:

Commitment#: - County Person ID:

Wisconsin Resident: Primary Language:

Religion: ☐ Interpreter Required

Marital Status:

Ethnicity

Primary Race: Race:

Race: Ethnicity:

Hispanic/Latino: Indian Tribe:

Indian Tribe 2: Tribal Reference #:

Person Management Page>Basic Tab

Step 1 of 7

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender. You should also document the child's SSN and ethnicity.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, enter the child's date of birth, gender, SSN and ethnicity.

How Do I Placements with CIP/COP/Children's Waiver Funding

Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Status:

Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned

HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additonal Tab

Step 2 of 7

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.

How Do I Placements with CIP/COP/Children's Waiver Funding

The screenshot shows the 'Create Case Work' interface in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The browser title bar reads 'Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header is 'eWISACWIS' with links for Print, Spell Check, and Help. The main content area is divided into two panels. The left panel, titled 'Create Case Items', contains a list of case items with corresponding icons and dropdown menus. The 'Placement' item is selected, showing 'Out of Home Placement' in the dropdown. The right panel, titled 'Cases', contains a list of case names. 'Abby, Art' is selected. Below the 'Cases' list is a 'Case Participants' list. 'Angel Abby, Biological Child' is selected. At the bottom right of the main content area are 'Create' and 'Close' buttons. The status bar at the bottom shows 'Done' and 'Local intranet'.

Create Case Items	
Administration	
Adoption	
Assessment	
Education	
Eligibility	
Family Assessment	
Legal	
Medical/Mental Health	
Narrative	
Ongoing Services	
Payment	
Placement	Out of Home Placement
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

Cases
Abby, Art
Alden, Fred
Allen, Sarah
Altman, Simon
Appleton, Claire
Ash, Anna
ATestOne, One
ATestTwo, One
Brinks, Becky
Brooks, Brenda

Case Participants
Alice Abby, Reference Person
Amy Abby, Biological Child
Angel Abby, Biological Child
Art Abby, Father
Annabel Abby, Biological Child
Simon Abby, Biological Child
Caitlin Cake, Non-Relative

Create Close

Create Casework Page

Step 3 of 7

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I Placements with CIP/COP/Children's Waiver Funding

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 04/12/2004 **Placement End Date:** 00/00/0000

Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000

VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement **Service Category:** Foster Home - General License

☐ This is an Adoptive Placement Service Type: Foster Home-Gen. License 5-11 years old

[Removal Reasons](#) **Placement Status:** Fstr Fam Hm (Non-Rel)

Does the agency have legal responsibility of the child at the time of removal?
☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer Child Specific Rate: \$0.00

☐ This is an Emergency Situation Current Basic Rate: \$0.00

☐ After Hours Placement Administrative Fee: \$0.00

Exceptional Amount: \$0.00 Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00 Current Total Monthly Payment:

Options:

Done Local intranet

Placements and Services Page>Service Tab

Step 4 of 7

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home and the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose the appropriate foster home category.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age.
- In the Placement Status field choose the appropriate value Foster Family Home (Non-Relative) or Foster Family Home (Relative).

How Do I Placements with CIP/COP/Children's Waiver Funding

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check REC Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer

☐ This is an Emergency Situation

☐ After Hours Placement

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Child Removal From Home Information

Manner: Court Ordered **Primary Caretaker:** Alice Abby

Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☒ Yes ☐ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (continued)

Step 4 of 7

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

How Do I Placements with CIP/COP/Children's Waiver Funding

The screenshot shows the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the eWiSACWIS logo and navigation links for Print, Spell Check, and Help. The main content area is divided into tabs: "Child" and "Provider". The "Provider" tab is active, showing "Provider Information".

Child Information:
Child: Abby, Angel Case Name: Abby, Art Request Number:

Provider Information:
Name: AAA Agency [Search](#) **ID:** 20170 **Contact:**
C/O:
Street: 255 Hoosier Blvd. **Apt:**
City: Madison **State:** WI **Zip:** 53701 **Country:**
Phone: (608)515-4566 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**
Email:

Payment Information:
Parent Agency: AAA Agency
Target Pop: CHIPS - Other
☐ Override Parent Agency rule

Kinship Care:
Relationship of Child to Kinship Provider:

Split Payment [icon]

Options: [dropdown] [Go] [Save] [Close]

Placements and Services Page>Provider Tab

Step 5 of 7

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, check the Override Parent Agency rule checkbox.

If the Override Parent Agency rule checkbox is not selected, the eWiSACWIS system will generate the automatic payment(s) as follows:

Not for Profit Child Placing Agency: The admin payment plus foster care provider payment will be sent to the Not for Profit Child Placing Agency.

How Do I Placements with CIP/COP/Children's Waiver Funding

For Profit Child Placing Agency: the admin payment will be sent to the For Profit Child Placing Agency and the foster care provider payment will be sent to the foster care provider agency.

- In the Target Pop field choose the appropriate value. The default value is "CHPS-Other.
- Return to the Service tab
- To approve the placement and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then click Close on the Placements and Services page.

Create Casework Page

Step 6 of 7

- Click Create>Casework>Placement>Foster Care Rate Setting>Case>Case Participant>Create

How Do I Placements with CIP/COP/Children's Waiver Funding

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Participant Information

Child: Abby, Angel Rate Setting Type: 30-day Evaluation Rate Appeal Date: 00/00/0000
Case Name: Abby, Art Effective Date: 04/12/2004 Reevaluation Request Date: 00/00/0000
Provider Name: Jacobson, Kevin

Emotional Points Behavioral Points Physical Points **Results**

Supplemental Payment Summary of Points

	Points	Amount
Emotional:	12	\$108.00
Behavioral:	4	\$36.00
Physical:	4	\$36.00
Total Points:	20	

Recommended UFCR Rate

Contracted Maintenance Amount:	\$0.00
Basic:	\$329.00
Exceptional:	\$100.00
Supplemental:	\$180.00
Total:	\$609.00

Calculate

Exceptional Payment Justification

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.09 (4)(a) "will enable the child to be placed in a foster home instead of being placed in an institution, nursing home or hospital," or HFS 56.09 (4)(b) "will enable the child to be placed from an institution, nursing home or school."

Document justification for exceptional payment here.

Options: Options: Go Save Close

Done Local intranet

Foster Care Rate Setting Page>Results Tab

Step 7 of 7

Important information regarding the Foster Care Rate Setting page:

In order to pay the foster home a rate above the basic rate, the worker must complete the Foster Care Rate Setting page and send it to your agency's Rate Setter for approval.

- Complete the header group box with the appropriate values.
- Complete the Emotional, Behavioral and Physical Points tabs.
- On the Results tab enter the Exceptional Amount in the designated field. Any amount entered in the Exceptional field will require a justification in the Exceptional field will require a justification in the Exceptional Payment Justification text field.
- Click the Calculate button
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then click Close on the Foster Care Rate Setting page.

How Do I Placements with CIP/COP/Children's Waiver Funding

Trust Account Management for a child receiving CIP/COP/Children's Waiver monies:

Once the placement of the child is documented in eWiSACWIS, the Trust Account Manager creates a general trust account for the child, inserts a Benefit Record for the monies received and maintains the account information on the Ledger.

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility (selected)
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Abby, Art
- Aiden, Fred
- Allen, Sarah
- Altman, Simon
- Appleton, Claire
- Ash, Anna
- Brooks, Brenda
- Brown, Sam
- Bubbin, Roger
- Davis, Natalie

Case Participants

- Alice Abby, Mother
- Amy Abby, Biological Child
- Angel Abby, Biological Child (selected)
- Art Abby, Reference Person
- Annabel Abby, Biological Child
- Simon Abby, Biological Child

Create Close

Done Local intranet

Create Casework Page (Trust Account – General Account)

Step 1 of 5

- From the Create Casework page select: Eligibility>Trust Account – General Account>Case>Case Participant>Create

How Do I Placements with CIP/COP/Children's Waiver Funding

Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Person/Worker Information

Name: Angel Abby SSN Child: 431-55-8512 Trust Acct #: General
Case: Art Abby SSN Case: 353-41-5655 Closed Date: 00/00/0000 Dedicated
Worker: Dan Daisy Phone: (440)943-7690 Bank: Firstar - Milwaukee - General 12121212

Benefit Record Ledger

Trust Account Benefit Record

View	Type	Claim #	Appl. Date	Rjct. Date	Effct. Date	Amount	Closing Date
------	------	---------	------------	------------	-------------	--------	--------------

Insert

Benefit Record Details

Type: Rejection Date: Closing Date:
Claim Number: Effective Date: Personal Needs Deduction: Periodic Days: EFT Deposit:
Application Date: Amount:
Benefit is available for cost of care expenses
Description:

Options: Go Save Close

Done Local intranet

Trust Account Page>Benefit Record Tab (Trust Account – General Account)

Step 2 of 5

- Click Insert to access the Maintain Benefit Record pop-up page.

How Do I Placements with CIP/COP/Children's Waiver Funding

Maintain Benefit Record

Type: CIP/COP Rejection Date: 00/00/0000 Closing Date: 00/00/0000

Claim Number: 123-45-67891111 Effective Date: 04/12/2004 Personal Needs Deduction: Periodic Days: EFT Deposit:

Application Date: 04/12/2004 Amount: \$0.00 \$0.00

Benefit is available for All Outstanding cost of care expenses

Description: Enter description here.

Continue Close

Maintain Benefit Record Pop-Up Page

Step 3 of 5

- In the Type field select CIP/COP
- In the Benefits Available For field select All Outstanding
- Complete the rest of the fields with available data.
- Click Continue to return to the Benefit Record tab.

How Do I Placements with CIP/COP/Children's Waiver Funding

Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Person/Worker Information

Name: Angel Abby SSN Child: 431-55-8512 Trust Acct #: General **Close Acct**

Case: Art Abby SSN Case: 353-41-5655 Closed Date: 00/00/0000 Dedicated

Worker: Dan Daisy Phone: (440)943-7690 Bank: Firstar - Milwaukee - General 12121212

Benefit Record **Ledger**

Account Information

☐ SSI - State ☐ SSA - Disability ☐ Child Support ☐ Other Current Balance: \$0.00
☐ SSI - Federal ☐ SSA - Survivor's ☐ VA ☒ All Outstanding Cost of Care: \$0.00
☐ Personal Needs ☐ Railroad Retirees ☐ Interest

Transaction Ledger Listing

View	Date	Type	Amount	Detail	ID	Benefit	Description

Insert

Ledger Record Details

Date: Amount: Check ID: Benefit Type:

Type: Detail: Description:

Options: **Go** **Save** **Close**

Done Local intranet

Trust Account Page>Ledger Tab (Trust Account – General Account)

Step 4 of 5

- When benefits are received and need to be recorded click Insert to access the Maintain Ledger Record pop-up page.

How Do I Placements with CIP/COP/Children's Waiver Funding

Maintain Ledger Record -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Maintain Ledger Record

Date: 04/20/2004 Type: Deposit Detail: Adjustment Benefit Type: CIP/COP

Amount: \$425.00 Check ID: 123456789 Description: New Deposit

Continue Close

Maintain Ledger Record Pop-Up Page

Step 5 of 5

- On the Maintain Ledger Record pop-up page complete all needed fields.
- In the Benefit field select CIP/COP
- When all data is entered click Continue to return to the Trust Account Ledger tab.
- Click Save and Close.

How Do I Placements with CIP/COP/Children's Waiver Funding

Ending a Placement in eWiSACWIS

Service Ending

End Date: 04/12/2004

End Reason: Placement with Relative

Is the End of This Child Placement a Discharge from All Placements?
☐ Yes ☐ No ☐ N/A

Discharge Reason: Living With Other Relatives

☐ Override

Options: Approval Go Save Close

Options: Placement Ending Go Save Close

Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select: Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements?”.
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.